

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 23, 2020

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: DAVID WOOD, DIRECTOR

SUBJECT: Introduction to Child Welfare Manual policy updates to align with best practices and comply with Joint Settlement Agreement requirements.

DISCUSSION:

The purpose of this memorandum is to introduce staff to revised and new policy pertaining to the prescription and administration of psychotropic medication(s) for children in alternative care.

1. Revision to Section 4.3.1 Definitions includes:

- Removing all statutory references and creating a definitions section

2. Revisions to Section 4.3.2 Medical and Behavioral Health Case Management includes:

- Providing immunization schedules and clarifying the process for parents who disagree with immunization requirements
- Introduction of the Health Information Specialist (HIS) role in the collection and retention of medical records

3. Revisions to 4.3.3 Informed Consent include:

- The initiation and monitoring of psychotropic medications
- The process for obtaining informed consent and assent for psychotropic medication
- The requirements for parental engagement to include:
 - The consenting authority process for parents whose parental rights have not been terminated
 - The criteria for when parental engagement/notification is not required
 - The process for parent(s) opposed to CD's proposed course of treatment
- The alternative consent process for the administration of psychotropic medications
- The informed assent process for children under 18 years of age

See Memo CD20-18 for specific information on Secondary/Automatic/Mandatory reviews.

Supervisors and managers are strongly encouraged to review the revised and new policy updates with staff as a majority of these changes have been made to establish compliance with the Joint Settlement Agreement requirements.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

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CHILD WELFARE MANUAL REVISIONS

Section 4.3.1 Definitions
Section 4.3.2 Medical and Behavioral Health Case Management
Section 4.3.3 Informed Consent

FORMS AND INSTRUCTIONS

N/A

REFERENCE DOCUMENTS AND RESOURCES

[Joint Settlement Agreement](#)

[CD20-18 Mandatory Review of Psychotropic Medication, Secondary Review of Psychotropic Medication, Automatic Review of Psychotropic Medication, and Denial Notification Letter of Center for Excellence Findings, CD-280.](#)

RELATED STATUTE

N/A